

ARIZONA STATE BOARD OF NURSING
INSTRUCTIONS FOR SUBMITTING A FINGERPRINT CARD

NOTE: A FINGERPRINT Card will be sent to you when we receive your application.

I. GENERAL INFORMATION

You are required to complete and submit a fingerprint card when we receive your application. A fingerprint card must be obtained from the Arizona State Board of Nursing (AZBN) because it contains specific identifying information. The Board will then submit the fingerprint card to the Arizona Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) for processing. **NOTE:** If you have had previous fingerprinting done with another agency, you **must still** submit a new set of fingerprints to AZBN. **A copy of a clearance card issued by DPS is not a substitute for this requirement.** If you have submitted previous fingerprints to the AZBN within the past 2 years, you will not need to submit fingerprints again. Return the completed fingerprint card the Board in the envelope supplied.

II. HOW TO COMPLETE THE FINGERPRINT CARD

To facilitate prompt & accurate processing of the fingerprint card:

- type or print legibly, in **BLACK INK**, in blocks marked by a black X
- stay within the blocks – **DO NOT OVERLAP THE BLUE LINES**
- your name on the card must be identical to the name on your application
- no more than one correction paper tab per fingerprint block (where prints are rolled)
- no writing in the fingerprint block except “amp” (amputated) or “bnd” (finger bandaged)
- no staples anywhere on the card
- do not use “Best Prints Possible” stamp on the card
- **DO NOT FOLD FINGERPRINT CARD**
- you must return the fingerprint card and application **TOGETHER** using a 9X12 envelope

Use the abbreviations listed below for the physical description items.

| | | | |
|----------------|---|------------------------------------|-------------|
| RESIDENCE | Enter your residence address, not your mailing address (unless they are the same). | | |
| ALIASES/AKA | Enter any aliases used, including maiden name . | | |
| PLACE OF BIRTH | Enter the two letter state abbreviation or spell out a foreign country. | | |
| SEX | F = Female | M = Male | |
| RACE | A = Asian/Pacific Islander | I = American Indian/Alaskan Indian | U = Unknown |
| | B = Black | W = White or Hispanic | |
| HEIGHT (HGT) | Express in feet and inches. Do not use fractions of an inch; round off to the nearest inch. EX: 5'9". DO NOT USE METRIC SYSTEM. | | |
| WEIGHT (WGT) | Express in pounds. Do not use fractions of a pound; round off to the nearest pound. EX: 139 lb. DO NOT USE METRIC SYSTEM | | |
| EYE COLOR | BLK = Black | BRN = Brown | GRN = Green |
| | BLU = Blue | GRY = Gray | HZL = Hazel |
| HAIR COLOR | BLK = Black | BRN = Brown | GRY = Gray |
| | BLN = Blonde | WHI = White | SDY = Sandy |
| | | RED = Red or Auburn | |

III. PROCESSING TIME

Processing of the card often takes 3-4 weeks. An **incomplete or folded** fingerprint card will be returned and will delay processing. Delays will also occur if the **information you printed overlaps the borders of the block** you wrote in. Delays may also occur if the fingerprint card is returned by DPS/FBI because the **fingerprints are not legible**. No permanent license/certificate will be issued until both state and federal criminal history clearance has been received.

IV. FINGERPRINTING AUTHORITY

A.R.S. section § 32-1606, & A.R.S. § 32-1646 of the Nurse Practice Act authorizes the Board to deny licensure/certification based on felony conviction(s). Fingerprints are required in order for DPS/FBI to conduct background checks for criminal convictions.

V. WHERE DO I OBTAIN FINGERPRINTING SERVICES?

Call your local police department, sheriff's office or check the yellow pages for names of private agencies where you can obtain fingerprints. (Fingerprints done by an applicant on them self will be returned and will delay processing time.)

O V E R

NOTICE TO THOSE ROLLING THE FINGERPRINTS

WHY FINGERPRINTS ARE REJECTED

1. There is highlighter on the fingerprint image blocks. (The scanners cannot read the information.)
2. The fingerprint image bleeds onto the blue line or overlaps the borders of that block (scanners cannot pick up the entire image)
3. If there is more than one tab per fingerprint block. That means if the first print image on a finger was bad and you put a tab on the image and retake the image and it is a good image, that is okay. **However**, if the second print is also bad you cannot use a second tab. A new card will have to be completed.
4. There is writing in the fingerprint blocks. **ONLY** exception: amputated (amp) or finger bandaged (bnd).
5. Staples are anywhere on the card
6. The fingerprint image is illegible
7. “Best Prints Possible” stamp is on the card
8. Prints are not straight up and down on the card
9. Cards have been folded or bent